Office Allocation and Move Policy

Effective Date: September 26, 2018
Responsible Officer: Dean or Designee

I. Purpose
To define how office space at the University of Maryland School of Architecture, Planning and Preservation is allocated and to communicate the procedure for office moves

II. Office Allocation
Office space will be assigned based on employee status. In some cases, full-time employees may be assigned to share a large office. The hierarchy is as follows:

- Full-time Faculty (defined as 75% FTE or more)
- Full-time staff (defined as 75% FTE or more)
- Part-time faculty
- Part-time staff

III. Office Moves
Office moves may involve several components including relocating phones, computers and furniture. Unless previously approved and communicated by the Dean, unscheduled move requests will not be accommodated. Below is a step by step guide to assist with office moves.

1. ALL requests for space should be addressed to the Dean or designee
2. Dean makes a determination about space requests based on operational needs
3. Dean discusses the space allocation decisions with the Assistant Dean and Directors, as appropriate
4. Dean or designee informs all affected parties of the move, timeline, and solicits information regarding what should be moved and where
5. Dean or designee notifies the following parties of the impending move
   a. Shop Manager – responsible for moving furniture
   b. NTS Rep - responsible for arranging phone moves and provides timeline
   c. IT – evaluates computer needs and responsible for moving equipment
6. Designee schedules move based on timelines/schedules provided
7. Dean updates all parties with official move date
8. Moving parties provide a list of things to be moved and a diagram of how new space should be arranged
9. All involved do a walk-through at least 24 hours prior to move
10. Associate Dean is available to coordinate moves on the scheduled day
Additional Information: Inquiries regarding this policy can be directed to the Dean office at mseaman@umd.edu or 301.405.9421